



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 08-08-125E	OPENING DATE: 12-05-08	OPEN UNTIL FILLED	OPEN TO ALL CANDIDATES
POSITION: Senior Contract Specialist JS-1105-13	TYPE OF APPOINTMENT: Career Service		SALARY: \$82,961 - \$107,854 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Administrative Services	LOCATION: 616 H Street, NW		TOUR OF DUTY: Full-time

**Applicants who previously applied under this announcement number are still under consideration and need not re-apply.**

**BRIEF DESCRIPTION OF DUTIES:** Reviews contracts used for the procurement of supplies, services and equipment that are necessary to meet the overall internal and external operational functions of the D.C. Court system. Responsible for performing pre-award and post-award activities and a wide range of purchasing functions, contract evaluations and preparation of corrective actions including termination orders. Reviews requests for adequacy of descriptions and ensures compliance with the Court System's Procurement Regulations and Policies. Analyzes bids and performs basic price analysis for determination of reasonableness.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in public or business administration, or a related field, plus five (5) years of experience in procurement and/or contracts management experience. Equivalent levels of education or experience may be substituted. Please submit a copy of your most recent performance evaluation with your application, if available.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. For education to be credited, documentation must be submitted with your application. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Knowledge of specialized purchasing practices, methods, techniques and procedures required to prepare orders and formal price quotations.
2. Ability to draw conclusions and make recommendations by analyzing facts and conditions and making comparison of prices, discounts, delivery dates and handling charges.
3. Ability to apply guideline material by interpreting procurement regulations and technical material, and translating them into specific actions.
4. Knowledge of report writing techniques in order to present factual information clearly, to write procurement memoranda and minutes of meetings, and to draft simple contract provisions and supporting documentation.

**SELECTION PROCESS:** After a review of applications, ranking factors, and test scores when applicable, interviews or further screening may be required of highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

**Submit D.C. Courts Application and Ranking Factor Responses:**

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001;  
Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor  
For a court application, call (202) 879-0496, Fax (202) 879-4212 or visit our website at [www.dccourts.gov](http://www.dccourts.gov)

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.